

WOODCREST NAZARENE



10936 SOUTH NORMANDIE
LOS ANGELES, CALIFORNIA 90044
PHONE: (323) 754-4933

CHRISTIAN PRE-SCHOOL

2008-2009

Handbook

For Students and Parents

Of

**Woodcrest Nazarene Christian School
10936 South Normandie Avenue
Los Angeles, CA 90044
(323) 754-4933**

Sponsored By

**GRACE CHURCH OF THE NAZARENE
10936 S. Normandie Avenue
Los Angeles, CA 90044**

OUR MISSION STATEMENT

In a safe, caring environment, Woodcrest Nazarene Christian School provides a quality, Christ-centered education. We follow the mandate of the Word in training and equipping our students to love, serve and follow Him.

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Message From The Pastor/Administrator

Dear Parents/Guardians:

We welcome you and your child(ren) to Woodcrest Nazarene Christian School. Woodcrest Nazarene Christian School is here in this community to serve you and your family. I commend you for the sacrifice you are making to place your child(ren) in a Christian School. We are committed to providing a quality education in a Christian environment.

Your child will still be taught Christian principles and surrounded by Christian love and concern. As we build lives for tomorrow, let us give careful attention to our primary text book, the Word of God “and you shalt love the Lord your God with all your heart, and with all your soul, and with all your might. And these words, which I command you this day, shall be in your heart, and you shall teach them diligently unto your children, and shall talk of them when you sit in your house, and when you rise up.” (Deut. 6:5-7) We have a God-given responsibility that will require the school, the home and church to work together. We pledge to do our best.

This handbook contains information we feel you need to know concerning our philosophy, policies and procedures. Reading it carefully will help us to accomplish the goals to which we are committed. The success of any school depends largely upon a joint student/parent/staff effort.

Our school sponsor, Grace Church of the Nazarene, stands ready to encourage and help you and your home to be a refuge from the storms of life rather than a battleground within. No one is safe and Grace Church offers to the whole family a place to learn of God’s love and forgiveness, as well as how to prepare for life here and hereafter. You and your family are welcome to attend our Sunday School and Church services regularly if you are not actively involved in another fellowship, let Grace Church be your home. A personal relationship with Jesus Christ and a knowledge of God’s word is the key to life at its best. We pray that your experiences with us will be rich and rewarding ones.

Remember, at all times we are in this work together building lives today for tomorrow.

Sincerely,

Lamar Davis

Lamar Davis,
Pastor

Principal's Message

Dear Parents, Guardians and Students:

I am delighted to join the faculty and staff of Woodcrest Nazarene Christian School in welcoming you to the 2008-2009 school year here at Woodcrest. We are excited about working with each of you in providing a quality curriculum, which integrates faith and learning, and prepares students for an ever-changing world.

The pages of the handbook are filled with important information regarding school policy, school procedures, and a calendar for the year, and the answers to frequently asked questions. I suggest that parents and students read it together. If you have questions that remain unanswered after reading the handbook, please call the school office. Open and clear communication between the home and school will ensure success in our educational program.

Woodcrest needs your support and participation during the school year. On behalf of our P.T.F., we solicit your support of our fundraising and other fun activities. Working together, we can achieve the collective goal of educating our children. We hope this will be a successful and satisfying year for you.

Sincerely,

Mrs. Vanessa Beverly

**Mrs. Vanessa Beverly,
Principal**

WOODCREST NAZARENE CHRISTIAN SCHOOL
SCHOOL CALENDAR
Pre-School – 6th Grade
2007-2008

***No School For Students Only**

**** Entire School Closed**

August 27 th ~ 31 st	Staff Orientation
August 31 st	Orientation for New Parents and Children @ 6:30 p.m.
September 3 rd	**Labor Day (School Closed)
September 4 th	1st Day of School & Tuition Due
September 7 th	Back to School Night
September 9 th	Staff Commissioning Sunday
O C T O B E R	
October 5 th	Administration Meeting (District 3)
October 5 th	Tuition Due
October 8 th -12 th	Spiritual Emphasis Week (Formal Uniform)
October 8 th	P.T.F. Meeting @ (6:00 p.m.)
October 14 th	6th Grade Class Sunday @ Grace Church
October 19 th	Fall Picture Day
October 26 th	(Fall) Harvest Festival
October 26 th	1 st Grading Period Ends (39 Days)
N O V E M B E R	
November 2 nd	* Parent-Teacher Conference (Pupil Free Day)
November 5 th	Tuition Due
November 5 th	P.T.F. Meeting @ 6:00 p.m. (pending)
November 11 th	5 th Grade Class Sunday @ Grace
November 12 th	**Veteran's Day (School Closed)
November 16 th	Fall Picture Re-Take
November 16 th	ACSI Anaheim Early Bird Registration
November 19 th ~ 21 st	** A.C.S.I. Teacher's Convention (School Closed)
November 22 nd -23 rd	** Thanksgiving Recess (School Closed)
November 26 th	School Resume
D E C E M B E R	
December 5 th	Tuition Due
December 9 th	4 th Grade Class Sunday @ Grace Church
December 10 th	P.T.F. Meeting @ 6:00 p.m.
December 11 th	Christmas Program (Pre – K-2 – K-4 Classes) @ 7:00 p.m.
December 13 th	Christmas Program (K-5 - 2nd Grade Classes) @ 7:00 p.m.
December 17 th – December 31 st	** Christmas Vacation (School Closed) Happy New Year
J A N U A R Y	
January 1 st	New Year's Day (School Closed)
January 2 nd	School Resumes
January 4 th	Tuition Due
January 7 th	P.T.F. Meeting @ (6:00 p.m.)
January 11 th	Twin Day
January 13 th	3 rd Grade Class Sunday @ Grace Church
January 15 th	Martin Luther King's Birthday
January 18 th	2 nd Grading Period Ends (46 Days)
January 21 st	Martin L. King Birthday Observed (School Closed)
F E B R U A R Y	
BLACK HISTORY OBSERVANCE	

February 1 st	60's Dress Day
February 5 th	Tuition Due
February 7 th	Panorama Pictures
February 10 th	2nd Grade Class @ Grace Church
February 11 th	P.T.F. Meeting @ 6:00 P.M.
February 14 th	Valentine's Day
February 14 th	Red and White Day
February 13 th – 15 th	Administrative Conference (Principal)
February 18 th	**President's Day (School Closed)
February 29 th	Black Heritage Dress Day
M A R C H	
March 3 rd	Open Registration (All Students)
March 5 th	Tuition Due
March 7 th	Art & Science Fair (Open House 4:00 p.m. ~ 6:00 p.m.)
March 9 th	1 st Grade Class Sunday @ Grace Church
March 10 th	P.T.F. Meeting @ 6:00 p.m.
March 14 th	Mix Match Day
March 14 th	3 rd Grading Period
March 20 th	3 rd – 6 th Grade Class Easter Program
March 21 st	Good Friday (School Closed)
March 23 rd	Easter
March 24 th	Easter Break (School Closed 24 th – 28 th)
March 31 st	School Resumes
A P R I L	
April 2 nd	K-4 and 6 th Grade Graduation Picture
April 3 rd	Career Day
April 4 th	Tuition Due
April 13 th	K-5 Class @ Grace Church
April 14 th	P.T.F. Meeting @ 6:00 p.m.
April 16 th	Grand Parents Day
April 21 st - 25 th	Secretary Week
April 21 st - 25 th	S.A.T. Testing (21 st – 25 th)
April 29 th	Spring Pictures
M A Y	
May 2 nd	May Festival
May 4 th	K-4 Class Day @ Grace Church
May 5 th	Tuition Due
May 5 th – 9 th	Spiritual Emphasis Week
May 11 th	Mother's Day
May 12 th	P.T.F. Meeting (6:00 p.m.)
May 12 th – 16 th	Staff Appreciation Week
May 18 th	K-2 – 3 Class Day @ Grace Church
May 19 th	Sixth Grade Graduation Trip
May 23 rd	Parent Appreciation Day
May 26 th	Memorial Day (School Closed)
May 27 th	School Resumes
J U N E	
June 1 st	Pre-School Graduation @ 4:00 p.m.
June 6 th	6th Grade Graduation Ceremony
June 6 th	4th Grading Period (49 days)
June 11 th	School Picnic
June 12 th	Award Ceremony (Last day of School/ No P.M. Daycare)
June 13 th	Staff Luncheon (Secret Angeles Revealed)

THE BLESSED ATTITUDES

- BLESSED** are the parents who attend with tenderness to the needs of their children: for theirs is a home of love.
- BLESSED** are the parents who listen carefully to their children's ideas: for they shall inherit their teenagers' confidence.
- BLESSED** are the parents who develop mutual confidence and trust with their children: for theirs will become an everlasting bond and a perpetuating influence upon future generations.
- BLESSED** are the parents who broaden their own experiences, accompanied when appropriate, by the children: for theirs will become a noted family.
- BLESSED** are the parents who visit their children's schools: for they shall keep abreast of the intellectual progress of their offspring.
- BLESSED** are the parents who learn to tutor their children: for they become informed in the educational needs and potentials of children.
- BLESSED** are the parents who provide a home environment, which supports their children's school program: for greater will be their potential for achievement.
- BLESSED** are the parents who become acquainted with their children's teachers: for theirs shall be a communicating link with the future.
- BLESSED** are the parents who become active in a parents' council: for theirs will be a greater fulfillment through teamwork in raising the community's conscience for better educational programs.
- BLESSED** are the parents who keep ever alert to the changing needs of their children as they grow up in a democratic society: for great will be their reward when they witness their children "grow up" with the desire to be more like their "mom and dad" than they ever dreamed possible.
- BLESSED** are the parents who observe these Beatitudes: for theirs will be the reward of influencing posterity and thus shaping America and the future of the world.

Dear Parents/Guardians:

We welcome you and your child to a year of excitement, joy and discovery. We are grateful that God has brought us together.

This handbook has been written to answer questions and inform parents of matters relating to policies and practices of our Pre-School.

The first day of school is a big day for all of us, and we at school want it to be the first of many productive, rewarding and worthwhile school days. Every child is a unique creation of God. We will do everything we can to see that your child receives the best possible Christian education.

The daily care and training of your child is very important to us as a staff. A strong home-school relationship helps insure a happy experience for your child. Please remember we will be working as a team. Our job is to reinforce what is being taught at home. The classroom should never attempt to replace the home as the source of learning. If we are to do an effective job, we need feedback from you.

Please let us know of any serious change in routine at home (illness, death, etc.), so we can help at school.

We'll do our best to keep you informed about the physical, educational and spiritual growth of your child. We will try to do this through written notes; progress reports; parent/teacher conferences; meetings; or whatever is necessary to keep you aware of how your child is doing in school. Remember, your reactions and attitudes will go a long way toward determining how your child feels and adjusts to school.

We are happy to provide you with these special guidelines to insure a very successful year. Please go over them with your child.

If you have any questions or problems, please contact us immediately. May the Lord richly bless us as we work together to train up your child in the way he/she should go.

Sincerely,

**Mrs. JoAnn Parker,
Director/Teacher**

By virtue of our relationship to Woodcrest Nazarene Christian School and Grace Church of the Nazarene we adhere to the following Statement of Faith, Operating Policies and Philosophy and Goals.

STATEMENT OF FAITH

- 1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.**
- 2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.**
- 3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.**
- 4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.**
- 5. We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a Godly life.**
- 6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.**
- 7. We believe that heaven and hell are definite places.**
- 8. We believe in the spiritual unity of believers in our Lord Jesus Christ.**





WELCOME TO W.N.C.S PRE-SCHOOL

OPERATING POLICIES

PURPOSE:

It shall be the purpose of Woodcrest Nazarene Christian Pre-School to create a wholesome environment of planned experiences to meet the needs of the young child, thus making possible the development of the total person. This means:

1. **Academic Development**

To develop within each child the basic skill required for normal living and school preparation. Such activities will include painting, playing with clay, using crayons and the use of many other creative materials.

2. **Spiritual Development**

To help each child know that God made and cares for the world and the things in it -- especially him! We attempt to provide happy and rewarding experiences for the children in expressing God's love through conversation, singing, simple prayers and helping God care for the things in His world. No attempt will be made to prejudice a child against the faith of his parents, nor will any specific organized church doctrine be taught.

3. **Social Development**

To initiate experiences which will constructively aid each child in adjusting socially to those around him. These experiences will include creative play, music, stories, art projects and personal counsel.

4. **Physical Development**

To initiate and encourage physical coordination and growth within each child by means of planned physical activity, as well as providing the opportunity for independent play time. Equipment and instruction will be provided to insure safe and healthy physical activity.

The school shall be committed to providing such a high quality program under the direction of skilled Christian teachers in an environment characterized by a Christ-like spirit of love and caring.

ORGANIZATION: SCHOOL/CHURCH RELATIONSHIP

Woodcrest Nazarene Christian Pre-School is sponsored by Grace Church of the Nazarene. It shall be operated as a non-profit organization under the Articles of Incorporation of Grace Church of the Nazarene of Los Angeles. The school shall operate in compliance with the Standard for Private Schools in the State of California and shall be licensed by the State of California Department of Health. Woodcrest Nazarene Christian Pre-School is an extension of the ministry of Grace Church of the Nazarene and its objective is to work toward the spiritual and educational teachings in the community. Woodcrest Nazarene Christian Pre-School is a member of the Association of Christian Schools International.

OUR PHILOSOPHY AND GOALS

It is the purpose of WOODCREST NAZARENE CHRISTIAN PRE-SCHOOL to provide a program of elementary education, which, while upholding a standard of scholastic excellence, has its integrating center in God and fosters vital Christian living.

The training of children is regarded as a joint responsibility of the home, church and school. A definite effort needs to be made to have all three together in a fully integrated program, so that positive Christian personalities may be developed. In training our children for life here and hereafter, the school staff and church leaders should work closely together to enable maximum effectiveness. Our responsibility is given in Proverbs 22:6, "Train up a child in the way he should go and when he is old, he will not depart from it." Woodcrest Nazarene Christian School is an extension of the ministry of Grace Church of the Nazarene. It is Christian education during the week.

A complete curriculum is taught and interpreted by consecrated Christian teachers who are fully qualified in both academic training and a Christian experience. The curriculum will be comparable to the State educational codes of California.

The teachers not only instruct in the fundamental knowledge and skills, but also guide the development of the child's personality and the gradual molding of his character into the image of the Lord Jesus. The purpose of the school includes providing a wholesome environment, a spiritual atmosphere in which each child may recognize God's love and learn how to respond to it - - thus experience a personal relationship with Jesus Christ.

The goal of the school is, "to provide instruction at all grade levels in accordance with true biblical principles and high educational standards." There is no conflict between high educational standards and biblical principles. In education, as in every other part of human life, man should live and work for the glory of God. As to teaching, teaching methods and equipment, the very best is the aim of the school.

All subjects are taught in such a way as to integrate them with the revealed truth of the Bible. The study of science, history, music and all other subjects will, thus, help the growing child to increase in his understanding of God's ways, rather than tending toward a divided personality, in which the religious aspects of life are kept separate.

PREPARING FOR PRE-SCHOOL

Do's for Parents

I. Do Recognize

1. That each child is an individual
2. That Pre-School is his/her first really big adventure totally away from home and mother.

HELP him/her make the break—leave him/her at the school quickly and firmly—teachers can deal with tears.

II. Do Help Him/Her Learn

1. His full name, address and telephone number. Also, his parent's name.
2. To remove, hang up, and put on outer clothing.
3. To zip zippers and button buttons.
4. To use the bathroom properly and wash hands.
5. To keep track of personal property (please put name on all removable items).

III. Do Give Him/Her

1. As secure a home life as possible.
 - a. Maintain a loving and close-knit atmosphere.
 - b. Spend time with him/her.
 - c. Really listen to him/her.
 - d. Include him/her in family plans, which are of concern to him/her.
 - e. Treat his/her ideas with sincere respect.
 - f. Give him/her consistent guidance.
2. A feeling of self-importance.
 - a. See that he assumes responsibility for his own belongings.
 - b. Hold him accountable for his own behavior.
 - c. Give him the opportunity to help with tasks about the home and praise him for tasks well done.
 - d. Help him understand and cope with upsetting days.

IV. Do Be Concerned For His/Her

1. Physical Being

Make sure your child:

- a. Gets plenty of sleep. Ten to twelve hours is recommended for children this age.
- b. Has a good, healthy diet, including a good breakfast.
- c. Gets up in plenty of time, so he/she does not have to hurry and is wide-awake when school starts.
- d. Wears neat clothes.

- a. Minimize and expect normal phases in behavior patterns.
 - b. Seek professional help for phases that vary excessively and extensively from normal.
3. Academic Abilities and Performances
- a. Expect his/her best and be generous with praise.
 - b. Recognize, understand and minimize occasional slumps.

V. Do Relate To The Director Or Teacher

- 1. Name you wish child to be called, especially if it differs from name he's/she's been used to hearing.
 - a. Robert instead of "Bobby."
 - b. John instead of "Buster."
 - c. George instead of "Whipper," etc.
- 2. Events and problems which arise that will increase his/her understanding as a child.
 - a. Birth of new member in the family.
 - b. Death of grandparent or someone very close to the child.
 - c. A relative who is to make their home with the family.
 - d. Impending divorce or separation.
 - e. Extended absence (other than routine) of a parent from the home.
 - f. Mother starting work.

VI. You Can Help Your Child By

- 1. Learning the names of all the teachers who will be working with your child.
- 2. Learning the school rules regarding clothing, money, supplies, etc.
- 3. KNOW THE SCHOOL CALENDAR – which days your child will be in or out of school.
- 4. Learning your child's schedule.

VII. Do Accept The Fact That

- 1. No child is perfect.
- 2. No parent is perfect.
- 3. No teacher is perfect.
- 4. We all make mistakes.
- 5. But—as conscientious individuals working together—we find we are quite successful in the total picture of: THE CHILD, THE PARENT, AND THE TEACHER.

WE ARE LOOKING FORWARD TO WORKING WITH YOU AND YOUR CHILD. WORKING TOGETHER, WE CAN MAKE SCHOOL A GREAT EXPERIENCE FOR YOUR CHILD.

ENROLLMENT PROCEDURES

Woodcrest Nazarene Christian Pre-School welcomes students of any race, color, sex, religion, national or ethnic origin. This nondiscriminatory policy also applies to the hiring of all staff. Our administration does reserve the right not to accept children who are physically handicapped or emotionally disturbed if it is determined that the school cannot meet the needs of the child, or an adverse effect upon others seems likely.

NEW ENROLLMENTS (Two and Three Year Old Class)

1. Child must be 2 year old.
2. Child must be toilet trained.
3. Complete "Application for Admission."
4. Complete Pre-Admission Health Evaluation (Physician's Report).
5. Provide Birth Verification.
6. Complete Pre-Admission Health History (Parent's Report).
7. Complete Immunization Record Form.
8. Complete Identification and Emergency Information Form.
9. Complete Emergency Hospital Authorization Consent Form.
10. Pay the registration and book fee in full (this is paid once a year).
11. Make one and one-half month's tuition payments.

RE-ENROLLMENTS

1. Complete Re-Enrollment Form.
2. Review of child's past performance.
3. Review of parent's/guardian's cooperation.
4. Complete Hospital Authorization Consent Form.
5. Complete Parental Agreement Form.
6. Payment of registration and book fee in full.
7. Make one and one-half month's tuition payments.

TUITION AND FEES

Woodcrest Nazarene Christian Pre-School is a private non-profit school. It is supported by tuition fees and private donations. Charges are kept to a minimum in an effort to provide a Christian education for as many children as possible.

2. Non-refundable unless the school fails to accept a student.

3. See Parental Agreement for details.

B. TUITION PAYMENTS

All payments are made in the office or by mail. (Office hours are 8:00 a.m. to 4:00 p.m.) All payments made after 4:00 p.m. will be credited the following day

Tuition payments may be paid bi-monthly or by the month. Included in this will be a hot lunch, snacks, and extended day care.

Bi-monthly: If you choose the bi-monthly plan, your tuition is due on the 1st and 15th of every month. A late fee of (\$15.00) will be charged after the 5th and 20th. Should the 5th or 20th of the month fall on a weekend or holiday, the tuition must be paid on the Friday or day before the 5th or 20th. ALL PAYMENTS MADE AFTER 4:00 P.M. WILL BE CREDITED ON THE FOLLOWING DAY.

Monthly: Monthly payments are due the 1st of each month. A late fee of \$25.00 will be charged if payment is not made by the 5th of the month. Should the 5th of the month fall on a weekend or holiday, the tuition must be paid on the Friday or day before. ALL PAYMENTS MADE AFTER 4:00 P.M. WILL BE CREDITED ON THE FOLLOWING DAY.

Payments: Payments must be made by personal check, bank/postal money order, or bank cashier's check.

C. DELINQUENT ACCOUNTS

Monthly or bi-monthly statements will not be sent out unless your account is past due.

Students will not be permitted to attend class after payments are five (5) days delinquent, unless prior arrangements are made with the office.

D. RETURNED CHECKS

A charge of \$25.00 will be added for returned checks. After one (1) returned check all future payments will have to be made by bank/postal money order, or bank cashier's check.

E. BREACH OF CONTRACT

IF A BREACH OF CONTRACT OCCURS, YOUR ACCOUNT WILL BE TURNED OVER TO A COLLECTION AGENCY. IN THE EVENT A TRIAL ENSUES, THE PREVAILING PARTY WILL BE ENTITLED TO REASONABLE ATTORNEY FEES.

E. LATE PICK-UPS

A late fee of \$10.00 will be charged for each 15 minutes or fraction thereof after 6:00 p.m. Three late pick-ups during the year will require a parent conference or a student suspension.

All students MUST be signed in and out daily by a parent or guardian or someone designated on your application. YOUR HELP IS GREATLY APPRECIATED. Only designated persons will be allowed to take the child off campus. If there is a change in who can/cannot pick-up your child, it MUST BE MADE IN WRITING. State requires a full signature (ex. Betty Smith not B.S. or B. Smith).

SCHOOL HOURS

School is open from 6:30 a.m. to 6:00 p.m. Class time is from 8:30 a.m. to 3:00 p.m.

ATTENDANCE AND ABSENCES

Your child is at the age where habits are still being formed daily. Education requires regular attendance if the best results are expected. Regular attendance will be a state requirement next year. Why not start this year?

- A. When a student is absent from school, the parent or guardian is to call the school office before 10:00 a.m.
- B. A written note signed by the parent/guardian indicating the reason for the absence must be sent with the child upon returning to school.
- C. Absences due to any contagious disease (other than a cold) will require a health clearance from a doctor or County Health Department.

HEALTH

It is our desire to provide conditions that encourage cleanliness, and good health practices among the children. A child becoming ill after arrival at school will be placed in isolation and his parents notified. They will not be allowed to remain at school.

- 1. Please do not send your child to school if he/she appears ill.
- 2. Students with a temperature of 100 degrees or more will be sent home.
- 3. California State Law requires that all students entering school for the first time furnish evidence of the required immunizations.
- 4. First aid of minor injuries will be administered by school personnel or the school nurse.
- 5. Please notify the school office of any information that needs to be included in your child's school health record.
- 6. Each child is asked to bring a large box of Kleenex to school in September. This is a once a year request.
- 7. No medication will be given at school. (Asthma and seizure medication will be given according to doctor's direction. Check with the nurse for others.)

CHILD ABUSE

We are required, by law, to report any signs of child abuse.

FIELD TRIPS

As part of our learning experiences, we will be going on at least one field trip outside the community during the school year. Students may be asked to pay their own admission, if required. Parents may accompany their child's class with the approval of the teacher. A permission slip must be signed by the parent/guardian for each field trip.

DRESS CODE

Uniforms are not required. Children are to be clean, neatly dressed, showing good taste in personal appearance. Each child must have a complete extra set of clothing at school at all times. These are to remain at school until sent home by the teacher. The clothes should be easy for children to undo, so they can take care of their bathroom needs. Sandals and thongs are not permitted.

No T-shirts or jackets displaying names or pictures of movie or state personalities are permitted.

Boy's hair must be neatly cut and combed. (No extreme haircuts, ducktails, ponytails, braids, etc.)
Girl's hair must be neatly combed at all times.

NAP TIME

Your child will need a small cover (blanket or sheet), crib-size for naptime. It will be sent home each Friday to be washed and returned on Monday. Please label this and all other removable clothing.

LUNCH

Your child will be served a lunch daily. Two snacks will be served, mid-morning and mid-afternoon. You will be provided with a monthly menu. IF YOUR CHILD HAS ANY ALLERGIES, PLEASE LET US KNOW.

TOYS

You will be notified by your child's teacher when to send a toy. PLEASE do not send valuable or fragile toys, mouth toys, guns, or knives to school at any time.

EXTRA CURRICULAR

Birthday Parties

Your child may celebrate his/her birthday at school. Arrangements must be made with the director as to the date and time. Parents must provide all needed supplies and be ready to assist if needed. Parties should be geared to the age level of the child. No gifts can be exchanged.

Class and Special Holiday Parties (Christmas, Valentine's, Etc.)

Our Pre-school will be having special holiday parties. The teachers may ask for help from parents. Treats are welcome, but we do prefer fruit, cookies, stickers, balloons and non-sugar treats instead of candy.

VISITING PROCEDURE

Parents and other interested persons are welcome to visit the school at any time. All visits must be cleared in the office. Teachers are not permitted to discontinue teaching to discuss your child. You will need an appointment for this. VISITS MUST BE LIMITED TO 30 MINUTES.

CHANGE OF ADDRESS AND PHONE NUMBER

It is the responsibility of the parent/guardian to notify the school office of any changes in address or phone number. This applies to place of employment also. This is very important for emergency purposes and normal school/parent communication.

PARENT-TEACHER FELLOWSHIP

Woodcrest Nazarene Christian Pre-School and Elementary School have an active Parent-Teacher Fellowship, which meets monthly and sponsors various activities throughout the school year. This is the organization that ties the school, home, church and community together. Officers are elected annually by the parents to give leadership and help meet the needs of students, parents and school. You are to become an active member of this organization. (See school calendar for scheduled meetings for the year).

SUNDAY SCHOOL AND SCHEDULE

Regular attendance in Sunday School and church is a part of your child's training. This will complement the purpose for sending your child to a Christian Pre-School. The school is not meant to replace the Sunday School and Church.

Grace Church of the Nazarene welcomes all children and parents not actively involved in another church, to Sunday School and Church.

Schedule of Services

Sunday	9:30 a.m.	Sunday School (classes for the whole family)
	11:00 a.m.	Morning Worship
	6:00 p.m.	Evening Worship
Wednesday	7:00 p.m.	Prayer & Bible Study (children, youth and adults)
	7:00 p.m.	Caravan (K-4 – Grade 6 – Scouting Program)
Saturday	8:00 a.m.	Prayer around the altar

Grace Church is here in this community to serve you and your family. Our pastors are ready and willing to pray and counsel with you. We are here because we care.

STUDENT ACCIDENT POLICY

Student Liability Insurance is provided for your child. A portion of the premium is included in the registration fee. Under this policy, there is a deductible clause which parents are responsible to meet.

CURRICULUM

Woodcrest Nazarene Christian Pre-School seeks to offer a strong academic and Christ-centered program geared to the needs of the child. Each member of the staff has been employed as a qualified and competent person to provide genuine Christian love and understanding for each child, according to his/her need.

Our curriculum is designed to meet the needs of each child as an individual. This includes sharing with the children about creation and the Creator. It also includes:

CURRICULUM GOALS

1. To build self-esteem.
2. To develop a love for God.
3. To meet each child's physical needs.
4. To develop a foundation for respect of others.
5. To develop the foundation for use of equipment.
6. To provide for language development that is so important at this stage of development.
7. To provide ample opportunity for use of gross motor skills.
8. To provide a variety of activities that begins to introduce the curriculum areas of: art, science, cooking, social studies, dramatic play, manipulative activities, language, large and small motor skills, music and movement.
9. To develop self-help skills in order to create a feeling of independence and confidence.
10. To provide care in smaller lab groups, in order to give each child more personal attention.

All of the curriculum goals provide an educational experience of lasting value in the physical, mental, emotional and spiritual areas of development of the child.

HOMEWORK

Your child will be bringing home some of our “special skill” pages Monday through Thursday. Please help him/her with these pages and return them the next day.

PROGRESS REPORTS

Written Progress Reports will be sent home four times a year. See the calendar for dates. Parent/Teacher conferences are required for the first grading period. Parents desiring conferences before and after this time should make an appointment with the teacher.

STUDENT CONDUCT

Each student is expected to observe high standards of good conduct, to have respect for the property of others, and to comply with the regulations of Woodcrest Nazarene Christian Pre-School. Our standards do not tolerate profanity, obscenity in words, pictures or actions. Disobedience or disrespect to the personnel of the school will not be tolerated.

Biting cannot be tolerated. A conference will be held with the parent after a child has bitten someone for the first time, and the child will be suspended from school for one day after a second incident of biting.

After reasonable effort has been made to discipline the child and the child does not respond, the parent will be asked to withdraw the child.

WITHDRAWAL PROCEDURES

No adjustments will be made in your child’s tuition rates unless the child has been officially withdrawn from school. If a child must withdraw from school for any reason, these steps must be followed.

1. Notify the office as soon as possible, CHARGES WILL BE MADE UNTIL THE WITHDRAWAL IS OFFICIALLY MADE.
2. Clear all financial obligations in the office.
3. Pick-up all personal belongings of the student from the classroom.

FIRE DRILLS

As part of our training, we will participate in monthly fire drills with the elementary school.

Ten long continuous rings will be the signal to go quickly and quietly outside to a designated area. Two short rings will signal return to the classroom.

LOST AND FOUND

Unidentified articles will be put in the lost and found box. You may claim any lost items before or after school. Articles left for an indefinite period will be given to a non-profit organization.

PLEDGES

Students begin the day with pledges, Bible stories and prayer. The pledges are as follows:

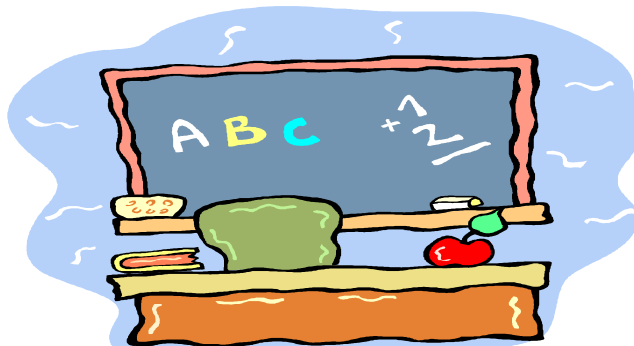
American Flag: “I pledge allegiance to the flag of the United States of America, and to the Republic, for which it stands. One nation under God, indivisible, with liberty and justice for all.”

Christian Flag: “I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior crucified, risen, and coming again, with life and liberty for all who believe.

Bible: “I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path, and I will hide its word in my heart that I might not sin against God.”

SPECIAL PROGRAMS

1. Back-To-School Night: Teachers and parents meet; visit classroom; information given to new and returning parents, a time of prayer to start the new school year
2. Back-To-School Dinner: Parents and teachers get acquainted with one another; a time of fellowship.
3. Open House: Children and parents are invited to visit classrooms and view their work for the year.
4. Christmas Program: An evening program with the children telling the Christmas story.
5. Easter Program: The Easter story and the events leading up to Easter as told by the children.
6. School Picnic: A time of fun for all.
7. Graduation: The final school event. Parents and friends are invited to this and all other programs.
8. Sunday at Grace Church: The third Sunday in May Pre-School is invited to participate in the 11:00 a.m. service



PLEASE NOTE:

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO PERSONAL PROPERTY OR LOST ARTICLES.

SCHOOL HOLIDAYS

The Pre-School will try to follow our Elementary School Calendar as close as possible. Check the Pre-School Calendar for days we will be out. We will send home notices of upcoming holidays.

PARENT CONFERENCES

Scheduled parent conferences will be held at the end of the first grading period. In addition spur-of-the-moment conferences (if proper staffing is available in the classroom) can be held with the Director and Teacher in order to keep you in touch with your child's growth. We will strive to maintain a caring/sharing sense of communication with each parent.

PARENT-PARTICIPATION

Parents are invited and encouraged to share their time and talents with our children as their time permits. Please make the Director aware of your areas of interest (i.e. field trips, arts and crafts, washing mat covers, etc.). We want you to feel that this is your school.

EARTHQUAKE DRILLS

Earthquake drills will be conducted each semester. The children will be instructed on our earthquake emergency procedures.

DISCIPLINE POLICY

All parents must sign a Discipline Policy Form, and return it to the office

P.T.F. NON-PARTICIPATION

There will be a \$50.00 fee for non-participation per mandatory fundraiser for the year. There are two mandatory fundraisers per year. One takes place in the Fall, and the other takes place in the Spring. This fee will be applied to your account, if you chose not to participate in the fundraiser.

CRYSTAL STAIRS

All Crystal Stairs Forms for childcare must be completely filled-out and signed by the last school day of the month, so that they can be submitted to the Crystal Stairs Office by the 5th. The Crystal Stairs Forms will be located in Hoover Hall in the K-2 – K-3 Pre-School Classroom. Those that fail to do so will be charged a \$25.00 late fee.

MEMO FROM A CHILD

1. Please set limits. I know quite well that I ought not to have all I ask for. I'm only testing.
2. Please be firm with me. I prefer it. It makes me feel more secure.
3. Try not to make me feel smaller than I am. It only makes me behave stupidly big.
4. Please remember not to correct me in front of people if you can help it. I'll take much more notice if you talk quietly with me in private.
5. Please help me form good habits. I have to rely on you to help me in the early stages.
6. Please do not make me feel that my mistakes are sins. It upsets my sense of value.
7. I hope you understand that when I say, "I hate you." It isn't you I hate, but your power to thwart me.
8. Let me learn from consequences. I need to learn the painful way sometimes.
9. Please do not take too much notice of my small ailments. Sometimes they get me the attention I need.
10. Please remember if you nag, I shall have to protect myself by appearing deaf.
11. Please keep promises when you make them. Remember that I feel badly when promises are broken.
12. Please remember that I cannot explain myself as well as I would like. That is why I am not always very accurate.
13. Try not to tax my honesty too much. I am easily frightened into telling lies.
14. Please understand that my fears are not silly. They are terribly real and you can do much to reassure me if you try to understand.
15. Try to be consistent. It confuses me when you are not.
16. Please answer me when I ask questions. If you do not, you will find that I stop asking and seek my information elsewhere.
17. Please let me know that you are imperfect and make mistakes. It gives me too great a shock when I discover that you are both.
18. Please feel free to apologize to me. An honest apology makes me feel surprisingly warm towards you.
19. Please remember I live by experimenting. I couldn't get on without it, so please put up with it.

20. Please notice how quickly I am growing up. It must be very difficult for you to keep up with me, but please try.
21. Please remember I need lots of understanding love, but I don't need to tell you that do I?



TEN COMMITMENTS FOR PARENTS

1. I will read to my child daily.
2. I will help my child start a word collection of at least one unknown word daily.
3. I will listen to my child read daily.
4. I will take dictation (talk written down) of the stories, poems, and sayings my child creates.
5. I will help my child pursue an interest and find five books to read on this topic.
6. I will praise my child for at least one success daily.
7. I will arrange for my child to use the library and visit bookstores.
8. I will allow my child to buy books and educational games.
9. I will help my child to be a listener.
10. I will listen to my child daily about his or her school reading of stories and progress in learning to read.

-MICHIGAN READING ASSOCIATION



Statement of Cooperation to the Parents

Enrollment of children in Woodcrest Nazarene Christian School is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

PRINCIPLES OF AUXILIARY COMMITTEES

General Description and Responsibilities:

The P.T.F., (Parent-Teacher Fellowship), function will be to promote good relations and fellowship between parents and teachers.

Characteristic Duties:

- (1) Provide for the needs of the school when possible**
- (2) Raise funds for projects**
- (3) Conduct monthly meetings**
- (4) Promote the work of the school**
- (5) Organize room mothers and classroom activities**

Relationships and Responsibilities:

The activities shall be in harmony with the church manual, local church and subject to school board approval.

CONSTITUTION OF THE P.T.F.

ARTICLE I

Name: This fellowship shall be called the Parent-Teacher Fellowship of Woodcrest Nazarene Christian School of Los Angeles, California.

ARTICLE II

Objective: The objective of this fellowship shall be to promote good relationships and fellowship between parents and teachers; to provide for the needs of the school when possible; to raise funds for meeting the needs of the school and further promoting the work and growth of Woodcrest Nazarene Christian School.

ARTICLE III

Membership: Any parent or guardian of any student of Woodcrest Nazarene Christian School shall be a member of the Parent-Teacher Fellowship as long as their child is enrolled. No dues will be required except the registration fee. All members are eligible for office in the P.T.F., subject to the approval of the school board, with the exception of the president. The president must be a member of the Church of the Nazarene. When this is not possible, a non-member may be, upon recommendation by the school administrator and/or pastor, a possible nominee.

ARTICLE IV---- OFFICERS AND ELECTION

Section I – Officers

The elected officers of the Parent-Teacher Fellowship shall be president, vice-president, recording secretary and treasurer. These officers shall be nominated by a nominating committee (see Section I) and elected by ballot for a term of one year beginning the first day of school. In order to have an election, there must be a majority vote for president and at least a plurality for other officers.

The president, vice-president, recording secretary and treasurer shall constitute the executive committee of the P.T.F. and shall nominate and elect the following officers, subject to the approval of the school board: Ways and Means Chairperson, Hospitality Chairperson, Room Parent Chairperson, Health Chairperson, Publicity Chairperson and Corresponding Secretary.

The elected offices plus the appointed officers shall constitute the council for the P.T.F. The school administrator/pastor shall be ex-officio member of the P.T.F. council.

The elected and appointed officers shall serve for a one (1) year term according to Section I, Paragraph 2 of the constitution.

Section II – Nominating Committee

A nominating committee shall be appointed by the principal and school administrator/pastor. The nominating committee shall present at least two nominees for each office. Candidates for nomination shall be contacted to ascertain if they will accept the position before the ballots are printed. The nominees are to be parents or guardians of students attending Woodcrest Nazarene Christian School and have had a child in the school during the current term. The nominees for president must be, if possible, members in good standing of the Church of the Nazarene. Nominating ballots shall be approved by the school board before elections.

Section III – Vacancies

Vacancies occurring in any office of the council shall be filled by standard procedure. (See Section II above)

Section IV – Committees

The committee chairperson shall select their committee members and shall oversee the duties of their committees. The Ways and Means Committee shall be appointed by the council at the first meeting of the new school year.

Section V – Election Meeting

The election of the P.T.F. officers shall be held during the month of May.

ARTICLE V – FUNDS

Section I – General

The funds to be raised must be consistent with policies and principles of the Church of the Nazarene, and sales of any kind must never be conducted in the sanctuary.

Section II – Specials

Opportunity will be given to contribute to special projects for the school.

Section III – Local Expense

Necessary funds may be allotted to each committee by school board action, and each committee shall keep accurate records of all expenses incurred.

Section IV – Disposition of Funds

Disposition of P.T.F. funds shall be determined by the needs out of which the projects arise.

ARTICLE VI – AMENDMENTS

This constitution may be amended by action of the School Board, with a recommendation from the P.T.F. Council.

BY LAWS

Section I – The Council

The P.T.F. Council shall meet monthly to plan for the activities of the P.T.F. They shall cooperate with the principal, school administrator/pastor and all major decisions are subject to the approval of the school board. The work of the council will be under the direct supervision of the president.

Section II – The President

The president shall preside at all regular and special meetings and shall have general supervision of the work. He/She shall be a member ex-officio of any committee and work closely with all committees. He/She shall submit a report to the school board monthly. He/She will be a member of the school board. The president should be well informed of the school's needs and should work closely with the principal/school administrator/pastor, teachers and board. He/She should above all things live a Godly and exemplary life.

Section III – Vice President (Program Chairperson)

The vice-president shall perform all the duties of the president in his/her absence. He/She shall act as program chairperson and plan the programs for the P.T.F. meetings and present them to the council for approval by October. He/She shall supervise the readiness of the auditorium for each P.T.F. meeting.

Section IV – Recording Secretary

The recording secretary shall: 1. Keep all the statistical records and minutes of the P.T.F. meetings. 2. Keep accurate minutes of all regular and special meetings. 3. File a duplicate copy of the minutes in the school office. 4. Act in the absence of the treasurer.

Section V – Treasurer

The treasurer shall maintain all records of the funds of the P.T.F., shall keep a full and accurate account of receipts and expenditures, and make disbursements as authorized by the Executive Board. The Treasurer shall present a financial statement at every meeting. All funds shall be deposited into a designated bank account and financial records/checkbooks shall be kept in the school office.

